



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

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Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

September 1, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF GRANT AGREEMENT WITH THE STATE OF CALIFORNIA,
OFFICE OF TRAFFIC SAFETY - HOSPITAL-BASED CHILD PASSENGER
SAFETY SEAT PROGRAM
(All Districts) (4 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to execute Grant Agreement No. OP0508, substantially similar to Exhibit I, with the State of California, Office of Traffic Safety (OTS), to accept funding for the implementation of a Hospital-Based Child Passenger Safety Seat Program, effective January 1, 2005 through December 31, 2006, in the amount of \$990,000.
2. Delegate authority to the Director of Health Services, or his designee, to execute amendments to Grant Agreement No. OP0508, which do not exceed 25% of the base award, for the period of January 1, 2005 through December 31, 2006, subject to review and approval by County Counsel and notification of the Board Offices.
3. Delegate authority to the Director of Health Services, or his designee, to: a) accept rollover unspent funds from OTS from one State fiscal year to another for the project period of January 1, 2005 through December 31, 2006 to fully utilize grant funds for project activities; and b) extend the term on a month-to-month basis until either Hospital-Based Child Passenger Safety Seat program activities are completed or midnight June 30, 2007, whichever occurs sooner, subject to approval by OTS, available funding, review and approval by County Counsel and notification of the Board Offices.

4. Authorize the Department of Health Services to fill one new Full-Time Equivalent position for a Research Analyst II for the Injury and Violence Prevention Program, 100% offset by OTS grant funding, in excess of what is provided for in the Department of Health Services staffing ordinance, pursuant to section 6.06.020 of the County Code, subject to allocation by the Department of Human Resources.
5. Approve an appropriation adjustment in the amount of \$463,000 to cover unbudgeted funds for the Hospital-Based Child Passenger Safety Seat Program for Fiscal Year 2005-06.

PURPOSE OF THE RECOMMENDED ACTIONS/JUSTIFICATION:

Approval of these recommended actions allows the Department of Health Services (DHS or Department) to accept State OTS funding for the implementation of a Hospital-Based Child Passenger Safety Seat Program at three County Hospitals, LAC+USC Medical Center (LAC+USC), Olive View/UCLA Medical Center (OVMC), and Martin Luther King, Jr./Drew Medical Center (MLK).

FISCAL IMPACT/FINANCING:

The total program cost for the period of January 1, 2005 through December 31, 2006 is \$1,046,950 of which \$990,000 is funded by the State OTS and \$56,950 is County in-kind contribution of personnel support for the program. The funding is allocated as follows: \$474,117, for the period of January 1, 2005 through September 30, 2005, \$494,036, for the period of October 1, 2005 through September 30, 2006 and \$21,847, for the period of October 1, 2006 through December 31, 2006.

The County will contribute \$56,950 in existing personnel resources for the implementation of the Hospital-Based Child Passenger Safety Seat Program. There is no additional net County cost associated with this action.

The Research Analyst II will be assigned 100% of the time to provide support for the Hospital-Based Child Passenger Safety Seat Program, fully offset by State OTS funding.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

An appropriation adjustment in the amount of \$463,000 is requested to reflect unbudgeted funds for Fiscal Year 2005-06.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On February 14, 2005, DHS' Injury and Violence Prevention Program (IVPP) was notified of award of Grant Agreement No. OP0508 in the amount of \$990,000, from the State OTS to implement a Hospital-Based Passenger Safety Seat Program at three County Hospitals, LAC+USC, OVMC, and MLK. The program goal is to increase child safety seat usage for newborns and to reduce the number of vehicle occupants under the age of six who are injured and killed in Los Angeles County.

One main component of the program is the distribution of child restraint seats to parents/caregivers of newborns, and booster seats to low-income families who have children between four to six years of age. The program will enhance the current child passenger safety education training to hospital staff, physicians, residents and nurses at the three County hospitals to assure staff is competent to educate patients and caretakers on child passenger safety. Education modules will be placed in waiting rooms and clinic waiting areas at the three hospitals targeting parents/caregivers of children ages 0-12.

At the time of the application for this grant, Harbor-UCLA (LABIOMED) had a direct grant from OTS for car seats. That grant has since ended. IVPP will work with Harbor/UCLA to seek funding from OTS to continue providing car seats at Harbor-UCLA.

Attachments A and B provide additional information.

County Counsel has approved Exhibit I as to form.

CONTRACTING PROCESS:

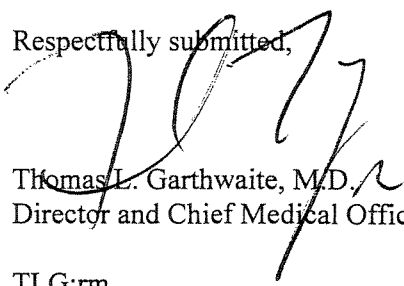
It is not appropriate to advertise grants on the Los Angeles County Online Web Site as a contract/business opportunity.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Acceptance of the OTS grant funds will allow for the implementation of a Hospital-Based Child Passenger Safety Seat Program to increase safety seat usage for newborns, and reduce the number of vehicle occupants under the age of six who are injured and killed in Los Angeles County.

When approved, this Department requires four signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:rm

Attachments (4)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT1. TYPE OF SERVICE:

The State Office of Traffic Safety Grant Agreement allows the Department of Health Service's Injury and Violence Prevention Program to implement a Hospital-Based Child Passenger Safety Seat Program to increase safety seat usage of newborns, and reduce the number of vehicle occupants injured and killed under the age of six.

2. AGENCY ADDRESS AND CONTACT PERSONS :

California Department of Health Services
Office of Traffic Safety
7000 Franklin Boulevard, Suite 440
Sacramento, California 95823
Contact: Patricia Mora Rey, Regional Coordinator
Telephone Number: (916) 262-0981

3. TERM:

The term of the grant agreement is January 1, 2005 through December 31, 2006.

4. FINANCIAL INFORMATION:

The total program cost for the period of January 1, 2005 through December 31, 2006 is \$1,046,950 of which \$990,000 is funded by the State OTS and \$56,950 is County in-kind contribution of personnel support. The funding is allocated as follows: \$474,117, for the period of January 1, 2005 through September 30, 2005, \$494,036, for the period of October 1, 2005 through September 30, 2006 and \$21,847, for the period of October 1, 2006 through December 31, 2006. There is no additional net County cost associated with this action.

The Research Analyst II will be assigned 100% of the time to provide support for the Hospital-Based Child Passenger Safety Seat Program, fully offset by State OTS funding.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

An appropriation adjustment in the amount of \$463,000 is requested to reflect unbudgeted funds for Fiscal Year 2005-06.

5. GEOGRAPHIC AREAS SERVED:

Countywide.

6. ACCOUNTABLE FOR MONITORING:

Michelle T. Parra, Ph.D. Director, Injury and Violence Prevention Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contracts and Grants Division:	Cara O'Neill, Chief
County Counsel (approval as to form):	Allison Morse, Deputy County Counsel

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF Health Services

August 22, 19 2005

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-VOTES

SOURCES:

Public Health Services
State-Other
A01-HS-23450-8831 \$463,000

TOTAL: \$463,000USES:

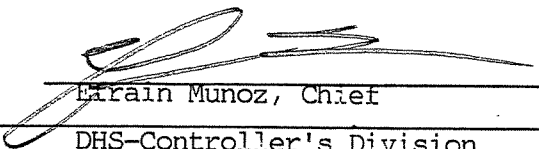
Public Health Services
Salaries and Employee Benefits
A01-HS-23450-1000 \$63,000

Services and Supplies
A01-HS-23450-2000 400,000
TOTAL: \$463,000

Justification:

This adjustment is necessary to cover expenditures associated with the implementation of the Hospital-Based Child Passenger Safety Seat Program, effective upon the Board approval through June 30, 2006. Funding is provided by the State of California, Office of Traffic Safety, per Agreement No. OPO508. The project period is January 1, 2005 through December 30, 2006. There is no impact on County operating subsidy.

FM:lg
0822/05


 Brian Munoz, Chief

DHS-Controller's Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

 REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

✓ RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

August 31 2005 19

 DAVID S. JANSSEN
CHIEF ADMINISTRATIVE OFFICER

 APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY *Heidi Jung*

2005

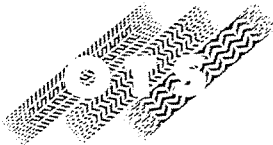
No. 21

August 30 19

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER



State of California
Business, Transportation & Housing Agency

OFFICE OF TRAFFIC SAFETY
GRANT AGREEMENT

PROJECT NUMBER
OP0508

PAGE 1 (To be completed by applicant Agency)

1. PROJECT TITLE

HOSPITAL-BASED CHILD PASSENGER SAFETY SEAT PROGRAM

2. NAME OF APPLICANT AGENCY

LOS ANGELES COUNTY, DEPARTMENT OF HEALTH SERVICES

4. PROJECT PERIOD

Month - Day - Year

3. AGENCY UNIT TO HANDLE PROJECT

INJURY & VIOLENCE PREVENTION PROGRAM

From: **January 1, 2005**

To: **December 31, 2006**

5. PROJECT DESCRIPTION (Summarize the project plan covering the objectives, method of procedures, evaluation, and end product in approximately 100 words. Space is limited to six lines.)

The Los Angeles County, Department of Health Services will conduct a child passenger safety education and distribution program for parents/caregivers of newborns continued at three Los Angeles County hospitals. The project will enhance the current child passenger safety education training to hospital staff, physicians, residents and nurses to assure staff is competent to educate patients and caretakers on child passenger safety. One main component of the program is the distribution of over 16,000 child restraint systems to Los Angeles County residents. Child safety seats will be awarded to parents/caretakers of newborns, and booster seats will be made available to low-income families who have children between four to six years of age. Child passenger safety education modules will be placed in hospital and clinic waiting rooms targeting parents of children ages 0-12.

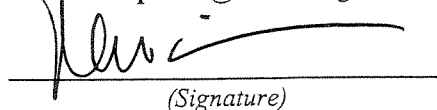
6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ **990,000**

7. APPROVAL SIGNATURES

A. PROJECT DIRECTOR

NAME: **Michelle T. Parra, Ph.D.** PHONE: 213-351-7888
TITLE: Director, Injury & Violence Prevention Program
ADDRESS: 3530 Wilshire Blvd, Suite 800
Los Angeles, CA 90010

E-MAIL: **miparra@ladhs.org**

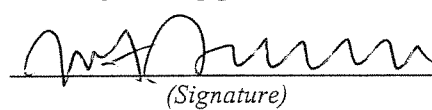

(Signature)

1.5.05
(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **Jonathan E. Fielding, MD** PHONE: 213-240-8117
TITLE: Director of Public Health and Health Officer
ADDRESS: 313 N. Figueroa
Los Angeles, CA 90012

E-MAIL: **jfielding@dhs.co.la.ca.us**

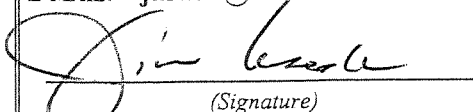

(Signature)

1/12/05
(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: **Jim Asada** PHONE: 323-890-7823
TITLE: Grant Manager FAX: 323-890-8545
ADDRESS: 5555 Ferguson Drive
Commerce, California 90022

E-MAIL: **jasada@dhs.co.la.ca.us**

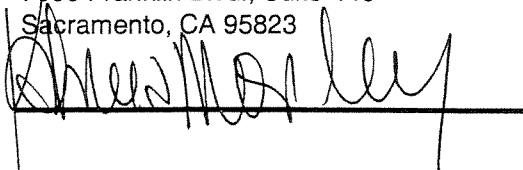
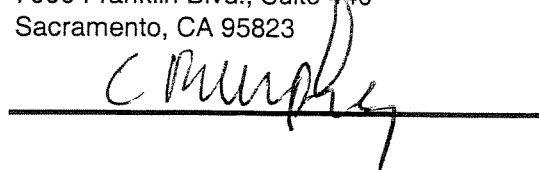

(Signature)

1/13/05
(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: **Fiscal Services - Public Health Finance**

ADDRESS: **5555 Ferguson Drive
Commerce, California 90022**

EFFECTIVE DATE OF AGREEMENT: <u>1/1/2005</u>		GRANTEE <u>LOS ANGELES CO DHS</u>		PROJECT NO. <u>OP0508</u>		
8. Action No. <u>1</u> Date: <u>1/31/2005</u>		10. TYPE OF AGREEMENT		Initial <input checked="" type="checkbox"/>	Revision	
Revision No. <u> </u> Date: <u> </u>		FUND <u>405</u>	PROGRAM <u>05-OP</u>	TASK NO. <u>2</u>	F.Y. <u>2005</u>	
9. Action Taken Initial approval 2005 HSP funds obligated. State FY 2004-05 2700-101-0890 (208/04) <i>Federal Catalog No. 20.600</i>			11. FUNDING DISPOSITION & STATUS			
			Fiscal Year		Amount	
			<u>2004-05</u>		<u>474,116.91</u>	
			<u>2005-06</u>		<u>494,036.38</u>	
			<u>2006-07</u>		<u>21,846.71</u>	
		<u>Total</u>		<u>990,000.00</u>		
		Obligated This Action		474,116.91		
		Previously Obligated		0.00		
		Total Amount Obligated		474,116.91		
		Amount Suspended		<u>515,883.09</u>		
		TOTAL FUNDS PROGRAMMED		<u>990,000.00</u>		
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: <u>9/30/2005</u>						
COST CATEGORY	2005 GRANT PERIOD	PRIOR GRANT	2004-05 TOTAL GRANT	TOTAL PROJECT BUDGET ESTIMATE		
A. Personnel Costs	55,592.16	0.00	55,592.16	150,111.43		
B. Travel Expenses	1,500.00	0.00	1,500.00	3,000.00		
C. Contractual Services	0.00	0.00	0.00	0.00		
D. Equipment	0.00	0.00	0.00	0.00		
E. Other Direct Costs	408,685.93	0.00	408,685.93	814,371.86		
F. Indirect Costs	8,338.82	0.00	8,338.82	22,516.71		
TOTAL FEDERAL FUNDS	474,116.91	0.00	474,116.91	990,000.00		
13. PROJECT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS						
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY			
NAME: PATRICIA MORA REY TITLE: Regional Coordinator PHONE: (916) 262-0981 E-MAIL: pmora@ots.ca.gov Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 			NAME: CHRISTOPHER J. MURPHY TITLE: Interim Director Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 			

BACKGROUND

A. GENERAL CHARACTERISTICS

The Injury & Violence Prevention Program measures and monitors the occurrence of injuries between specific population groups and implements programs and strategies to reduce the morbidity and mortality caused by injury. The Injury & Violence Prevention Program is dedicated to reducing injuries through prevention projects in drowning, motor vehicle occupancy, pedestrian, falls in the elderly, firearm, suicide, and poisoning. The Injury & Violence Prevention Program implements prevention projects among County Hospitals, Clinics, Service Planning Areas, community-based organizations, and collaborates among public agencies within Los Angeles County government and other public agencies within the County of Los Angeles.

B. STREET AND HIGHWAYS

Los Angeles County has 527 miles of freeway and 382 miles of conventional highway. On the average day, 92 million vehicle miles are driven in L.A. County.

C. OPERATING DEPARTMENTS

The Project Director shall be the Los Angeles County Department of Health Services Injury & Violence Prevention Program (IVPP). The project shall be implemented at Los Angeles County/University of Southern California Medical Center (LAC+USC), Olive View Medical Center (OVMC), and Martin Luther Kind-Drew Medical Center (MLK).

D. EXISTING SYSTEMS

Presently the Los Angeles County/University of Southern California Medical Center (LAC+USC), Olive View Medical Center (OVMC), and Martin Luther Kind-Drew Medical Center (MLK) have child passenger safety education programs for their prenatal care patients. However distribution to low-income patients is limited. The Injury & Violence Prevention Program has coordinated and monitored child passenger safety seat program to provide education about proper use of child car seats to parents and caregivers of young children. In past years, thousands of vouchers have been provided to Los Angeles County residents for the purchase of a new car seat. Currently the Injury & Violence Prevention Program is under contract negotiations to continue the voucher program through funding by the violator program. However this program is not intended for patients of newborns in County hospitals.

PROBLEM STATEMENT

Injuries from motor vehicle collisions are the primary cause of death and hospitalization among children between the ages of 0-12 in Los Angeles County. Between 1996 and 2001 motor vehicle occupant related deaths and hospitalizations have been one of the top-five leading causes of death and injury among Los Angeles County children between the ages of 0-12.¹: 108 children died in motor vehicle collisions and another 1,741 were hospitalized due to the injuries sustained in these collisions. Both motor vehicle occupant deaths and hospitalizations among children 0-4 have shown a slight decline over the past five years, many low-income uninsured newborns are

¹ California Office of Statewide Health Planning and Development, Patient Discharge Data and the Vital Statistics Death Statistical Master File

still at risk of death and injury. Furthermore, among children between ages of 5-12, fatalities and hospitalizations have remained relatively constant between 1996-2001. This is consistent with findings from the latest NOPUS (National Occupant Protection Use Survey) survey where parents are transitioning children to the next stage of restraint systems primarily booster seats. In these cases, NOPUS found that children are moved from a safety seat directly to an adult restraint system, thus bypassing the booster seat.²

Eighty to ninety five percent of the patients served in these County Hospitals do not have a child passenger safety seat for their newborn infants. There are more than 6,000 births at the three participating County Hospitals each year. No local resources are available to continue this educational distribution program this population of very low-income child born at these hospitals. Low-income families who use these hospitals do not have the financial means of purchasing child safety seat. Without this program many newborns would be discharged from the hospital without a child passenger restraint system and would be at increased risk of injury.

ATTEMPTS TO SOLVE THE PROBLEM

Public hospitals, which often operate major trauma centers, often see the unfortunate result of poor compliance with California law requiring child passenger safety restraints on a daily basis in the emergency departments. The Los Angeles County Department of Health Services began addressing this problem in September 2001 through a partnership agreement with the California Association of Public Hospitals funded through an OTS grant. The grant provided training to professional staff child at Los Angeles County/University of Southern California Medical Center (LAC+USC), Olive View Medical Center (OVMC), and Martin Luther King-Drew Medical Center (MLK). At the completion of the training each hospital had two certified technicians in their facility. The county hospitals were also provided with educational materials and have developed child passenger education classes for patients in their post-partum, Neonatal Intensive Care, Pediatric Clinics, Emergency Departments, and outpatient clinics. The grant provided funding for the purchase of more than 5,000 convertible child passenger safety seats. Trained, certified child passenger safety seat hospital staff, conducted train-the-trainer programs for medical residents and selected nursing staff. The hospitals have demonstrated a need to continue this program, however funds are limited to continue with distribution.

PROJECT GOALS

1. To increase child safety seat usage for newborns 100 percentage points from the calendar 2004 base year total of 0 to 100 by December 31, 2006.
2. To reduce the number of vehicle occupants killed in Los Angeles County under the age of six, ten percent from the calendar 2002 base year total of 7 to 6 by December 31, 2006.
3. To reduce the number of vehicle occupants injured in Los Angeles County under the age of six, ten percent from the calendar 2002 base year total of 143 to 129 by December 31, 2006.

² National Occupant Protection Use Survey, 4313GA, National Highway Traffic Safety Administration

PROJECT OBJECTIVES

1. To increase child safety seat education by at least five (5) percentage points from the established base year in 2004 to parents/caregivers who are patients of LAC+USC, OVMC, and MLK by December 31, 2006. This will be measured by comparing the number of parents who completed a child passenger seat class in 2004.
2. To increase child safety seat education training to at least five (5) hospitals staff, physicians, and residents at LAC+USC, OVMC, and MLK by December 31, 2006
3. To increase the distribution of child safety seats by 8,000 targeting low-income patients of LAC+USC, OVMC, and MLK by December 31, 2006.
4. To increase the distribution of booster seats by 1,000 targeting low-income patients of LAC+USC, OVMC, and MLK by December 31, 2006.
5. To increase child passenger safety training classes by 1,500 parents/caregivers by December 31, 2006.
6. To train five staff and residents in participating hospital departments and clinics that treat children and families such as post-partum, pediatrics, trauma, prenatal and family practice by December 31, 2006.
7. To provide locations of child passenger safety educational brochures and video on child safety seats and booster seats to be available for viewing in hospital and clinic waiting rooms at LAC+USC, OVMC, and MLK by December 31, 2006.
8. To distribute 8,000 cost child safety seats by December 31, 2006 to low-income families.
9. To conduct two child safety check-up events targeting hospital patients from LAC+USC, OVMC, and MLK by December 31, 2006.
10. To ensure that distributed child passenger safety educational materials are standardized, up-to-date and available in both English and Spanish as needed by December 31, 2006.
11. To conduct child safety seat usage surveys during the months of March and September of each grant year.
12. To include educational outreach relative to the consequences of leaving children unattended in or around vehicles in all child passenger safety brochures, press releases, PSA's, and speaking opportunities.
13. To issue a press release announcing the kick-off of the project by August 31, 2005. The press releases and media advisories, alerts, and materials must be forwarded to your OTS Regional Coordinator and the OTS Public Information Officer at pio@ots.ca.gov for approval 5 days prior to the issuance date of the release.
14. To submit resulting electronic media articles to the OTS Public Information Officer by e-mail at pio@ots.ca.gov and OTS Regional Coordinator, or fax printed clips to (916) 262-2960. Include publication name and date the article was published on all clips.
15. To use the following standard language in all press, media, and printed materials: *"Funding for this program was provided by a grant from the California Office of Traffic Safety, through the Business, Transportation and Housing Agency."*
16. To e-mail the OTS Public Information Officer at pio@ots.ca.gov and OTS Regional Coordinator

SCHEDULE A

PROJECT NO: OP0508

PROJECT DESCRIPTION

PAGE 4

at least one month in advance, a short description of any new traffic safety event or program.

METHOD OF PROCEDURE

Phase 1 – Program Preparation (January 1, 2005- December 31, 2006)

- Hire a Research Analyst II to manage the child passenger safety program by January, 2005.
- The IVPP shall meet with each hospital CPS coordinator to discuss and design an evaluation plan.
- The IVPP shall meet with each hospital CPS coordinator to discuss and establish a safety seat delivery plan.
- The IVPP shall meet with each hospital CPS coordinator to review, update and standardize the Hospital-Based CPS Program child passenger safety seat educational materials, determine distribution of materials, etc.
- The IVPP shall meet with each hospital CPS coordinator to establish the number of child passenger safety classes per week and a baseline on the number of participants being educated during each class.
- The IVPP shall meet with each hospital CPS coordinator to determine the number of staff already trained in child passenger safety at their hospital, determine the number of those who need to be recertified and those to be certified for the first time.
- The IVPP shall meet with each hospital CPS coordinator to identify locations for child passenger safety educational materials and CPS video in clinic waiting rooms.
- The IVPP shall coordinate with the child safety seat vendor to implement the safety seat purchase order and delivery plan for the convertible child passenger safety seats and booster seats.
- Project goals and objectives shall be reviewed and implementation procedures be put into place by each hospital CPS coordinators.

Phase 2 – Implementation of Hospital-Based Child Passenger Safety Seat Program, Year 1 (January 1, 2005- December 31, 2006.)

- Conduct child passenger safety training classes to 750 parents/caregivers among all participating hospitals.
- Train three (3) staff in participating hospital departments and clinics that treat children and families such as post-partum, pediatrics, trauma, prenatal and family practice.
- Implement child passenger safety educational brochures and video in participating hospital and clinic waiting rooms.
- Distribute 4,000 cost child safety seats to low-income families.
- Conduct one child safety check-up event targeting hospital patients from participating hospitals.

Phase 3 – Implementation of CPS program-Year 2 (January 1, 2005- December 31, 2006)

SCHEDULE A

PROJECT NO: OP0508

PROJECT DESCRIPTION

PAGE 5

- Conduct child passenger safety training classes to 750 parents/caregivers among all participating hospitals.
- Train two (2) staff in participating hospital departments and clinics that treat children and families such as post-partum, pediatrics, trauma, prenatal and family practice.
- Maintain child passenger safety educational brochures and video in participating hospital and clinic waiting rooms.
- Distribute 4,000 cost child safety seats to low-income families.
- Conduct one (1) child safety check-up event targeting hospital patients from participating hospitals.
- Ongoing child passenger safety activities undertaken in year one shall continue.

Phase 4 – Data Gathering, Documentation, & Supervision (January 1, 2005- December 31, 2006)

Statistical data relating to the project goals and objectives shall be collected, analyzed and incorporated into Quarterly Reports. The Quarterly Evaluation Data Form-Schedule C shall be completed each quarter and submitted as part of the Quarterly Progress Report.

These reports will compare project accomplishment with the planned accomplishments. They will include information concerning changes made by the IVPP and participating hospitals. The following are several methods to be used in monitoring and evaluating the project:

- Documentation: Some of the methods that will be used to document program activities include CPS class sign-in sheets, car seat checkup forms, CPS seat delivery validation.
- Supervision: The supervision arrangements among each participating hospital shall vary. In most cases the participating hospital Child Passenger Safety (CPS) Seat Coordinator is supervised by the manager of the Nursing manager or hospital Director.

Phase 5 –Completion of Final Report and Executive Summary (July 1, 2006-December 31, 2006)

The Final Report and Executive Summary shall be in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7.

METHOD OF EVALUATION

Using the data compiled, the IVPP will evaluate: (1) how well the stated project goals(s) and objectives were accomplished; (2) if all the activities outlined in the Method of procedures were performed in accordance with the grant agreement; and (3) describe if the project cost effective. The methods used in collecting evaluation materials shall include but not be limited to class sign-in sheets, car seat checkup forms, and CPS seat delivery validation. At the conclusion of the project, the IVPP shall analyze the data and provide an evaluation report to OTS.

STATEMENT OF INTENT

SCHEDULE A

PROJECT NO: OP0508

PROJECT DESCRIPTION

PAGE 6

As part of the requirements to receive child passenger safety seats through this grant, the participating hospitals shall make every effort to continue the child passenger safety activities initiated under this grant and go beyond the life of this grant. The ultimate plan is that with an initial investment by OTS is that the participating hospitals can revise hospital policies and procedures, train hospital staff, obtain patient education materials, develop linkages with other CPS resources in the community, and make other changes that can sustain the CPS program with limited continued financial investment. The primary expense for which the participating hospitals will need to find after the end point of this grant shall be alternative funding for replacement of child passenger safety seat, such as Medi-Cal, etc.

SCHEDULE A-1

PROJECT NO: OP0508

ADMINISTRATIVE SUPPORT STATEMENT – Explain what type of priority this project has in your jurisdiction.

The Director of the Los Angeles County Department of Health Services is fully committed to ensuring the success of this project. Child passenger safety has been recognized by the IVPP as within one of the top five leading causes of childhood injury in Los Angeles County. The participating hospitals have also continued to commit significant resources to this child passenger safety education programs during the previous OTS grant and has made significant efforts to extend program activities as OTS grant funds are expanded.

AGENCY CONTRIBUTION – Explain what services or funds are being contributed by your agency in support of this project.

The L.A. County Department of Health Services will designate a Research Analyst II to administer the grant and monitor services provided by the Contractor. Hourly rate is \$ 25.35 (and \$25.98 effective 1/1/06). The number of hours dedicated to the project is 40 per week (this is a 100% position. Benefits for this position are a rate of 40.0659%.

Contributed Item	%	FY-1	FY-2	FY-3
Director, Injury and Violence Prevention Program	5%	2840	3786	947
Epidemiology Analyst	17%	6423	8576	2143
Intermediate Typist Clerk	17%	3995	5316	1329
EB'S		5312	7083	1771
Indirects		2786	3714	929
Totals		21,356	28,475	7119
Total Agency Contribution		56,950		

SCHEDULE B
PAGE 1
DETAILED BUDGET ESTIMATE

PROJECT NO. OP0508
Hospital Based Child Passenger Safety Seat Program

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 01/01/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10/01/06 12/31/06	FY-4	
A. PERSONNEL COSTS					
<u>Positions and Salaries</u>					
Research Analyst II \$4410/month (\$25.35 per hour)	\$ 39,690.00	\$ 13,230.00			\$52,920.00
Research Analyst II \$4521/month Eff. 01-01-06 COLA @2.5% \$25.98 per hour.		\$ 40,689.00	\$ 13,563.00		\$54,252.00
Employee Benefits @ 40.0659%	15,902.16	21,603.13	5,434.14		\$42,939.43
Category Sub-Total	\$55,592.16	\$75,522.13	\$18,997.14	\$0.00	\$150,111.43
B. TRAVEL EXPENSE					
In State	\$1,500.00	\$1,500.00			\$3,000.00
Category Sub-Total	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$3,000.00
C. CONTRACTUAL SERVICES					
					\$0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SCHEDULE B
PAGE 2
DETAILED BUDGET ESTIMATE

PROJECT NO. OP0508
Hospital Based Child Passenger Safety Seat Program

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 01/01/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10/01/06 12/31/06	FY-4	
D. EQUIPMENT					
					\$0.00
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E. OTHER DIRECT COSTS					
Safety seats (911 booster seats @ \$43.30	\$39,455.48	\$39,455.48			\$78,910.96
Safety seats (6730 Convertible seats @ \$ 54.13/incl.seat +tax)	\$364,294.90	\$364,294.90			\$728,589.80
Delivery	\$1,935.55	\$1,935.55			\$3,871.10
					\$0.00
Copies of child passenger safety video	\$3,000.00				\$3,000.00
Category Sub-Total	\$408,685.93	\$405,685.93	\$0.00	\$0.00	\$814,371.86
F. INDIRECT COSTS					
Indirect Cost (15% of salaries with EB's)	\$8,338.82	\$11,328.32	\$2,849.57		\$22,516.71
Category Sub-Total	\$8,338.82	\$11,328.32	\$2,849.57	\$0.00	\$22,516.71
PROJECT TOTAL	\$474,116.91	\$494,036.38	\$21,846.71	\$0.00	\$990,000.00

SCHEDULE B-1

PROJECT No: OP0508

BUDGET NARRATIVE

PAGE 1

- (a) **Personnel Costs:** The IVPP will hire a full time Research Analyst II to monitor the project budget, maintain records of expenses, initiate vendor payments, provide oversight to ensure compliance with OTS requirements, and provide technical child passenger safety consultation to the participating hospitals (duty statement attached).

Employee Benefit Breakdown:

FICA	1.08094%
SUI	0.08609%
WORKER'S COMPENSATION	4.38123%
RETIREMENT	17.99952%
INSURANCE	13.15767%
OTHER	3.36045%

TOTAL 40.06590%

- (b) **Travel Expenses:** Staff will attend OTS sponsored conferences such as the OTS Summit and the Childhood Injury Prevention Conference in California. All travel will be claimed at the Los Angeles County approved travel rate.
- (c) **Other Direct Costs:** The IVPP shall purchase convertible child passenger safety seats and booster seats for distribution to patients who have completed the child passenger safety class and delivered a child; distributing these among other low-income patients; and at the hospital safety seat check-up events.
- (d) **Other Direct Costs:** The IVPP shall order copies of the "Don't Risk Your Child's Life" video to provide to hospital waiting rooms and child passenger education classes.
- (e) **Indirect Costs:** 15% of Total Personnel Costs will be charged to this grant.
- (f) **Program Income:** There will be no program income generated by this project.

**Terms, Conditions, and Certifications Specific to the Agreement
Between the Office of Traffic Safety and the Applicant Agency**

APPLICANT AGENCY	OTS PROJECT NUMBER
Los Angeles County, Department of Health Services, Injury & Violence Prevention Program	OP0508

The following are included herein and constitute a part of this Agreement:

OTS-38 – Page 1	Schedule B-1 – Budget Narrative
Schedule A – Project Description	Schedule C – Quarterly Evaluation Data (when required)
Schedule A-1 – Administrative Support Statement	OTS-33 – Terms, Conditions, and Certifications Specific to the Agreement Between OTS and the Applicant Agency
Schedule B – Detailed Budget Estimate	General Terms, Conditions, and Certifications*

*See OTS Grant Program Manual, Volume II, Chapter 6. Volume II, available on-line at www.ots.ca.gov.

TERMS AND CONDITIONS

It is understood and agreed by the Project Director and Authorizing Official that any grant received as a result of this Agreement is subject to all federal and state regulations governing grants and to those controls expressed in the California Traffic Grant Program Manuals which include, but are not limited to:

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Project Director to the Office of Traffic Safety by January 31, April 30, July 31, and October 31, during each year of project operation.
2. OTS will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a grantee fails to comply with any term or condition of the grant contract or program guidelines (**Volume II, Chapter 3.13**). This may include, but is not limited to, the following:
 - Failure to submit acceptable and timely reimbursement claims.
 - Failure to submit acceptable and timely quarterly performance reports; and
 - Failure to submit an acceptable and timely Schedule C (Quarterly Evaluation Data OTS-38g). (Applies only when a Schedule C has been required.)
3. If, during the term of the grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the grant award upon written notice to the project director.
4. By October 31, “continuing” projects must submit a September 30 claim and a written justification to support carrying forward prior year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of prior year unexpended funds, submitted after November 30, will not be processed. The prior claim (i.e., June 30) will be considered the year-end claim in order to close out the federal fiscal year ending September 30. In addition, prior year unexpended funds will be deobligated and allocated to new projects.

5. All documentation required to request a project revision (i.e., time extensions, budget category changes, and etc.) must be submitted to OTS prior to the effective date of change(s). For example: OTS will not consider a request for a grant period time extension unless all necessary paperwork is submitted prior to the existing grant termination date. Prior approval is required for all project revisions (**Volume II, Chapter 3.8**).
6. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
7. Additional terms and conditions identified in the **OTS Grant Program Manual, Volume II, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this document.

Enforcement Agencies Only:

8. Full time personnel funded under this project shall be dedicated in total to traffic law enforcement.

EXCEPT:

- In the case of a criminal offense committed in the officer's presence.
- In the case of response to an officer in distress.
- In the case of a riot where all available personnel must be committed.

9. Equipment funded under this project is subject to the same requirements as No. 8 above.

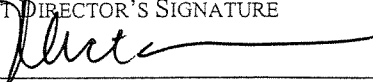
We, the officials named below, hereby swear that we are duly authorized legally, to bind the contractor or grant recipient to the above described terms and conditions. Executed on the date and in the county below, and is made under penalty of perjury under the laws of the State of California.

PROJECT DIRECTOR'S NAME

Michelle T. Parra, Ph.D.

PROJECT DIRECTOR'S SIGNATURE

>



TITLE

EXECUTED IN THE COUNTY OF

Los Angeles

DATE EXECUTED

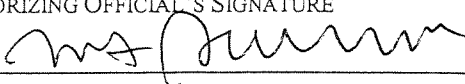
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AUTHORIZING OFFICIAL'S NAME

EXECUTED IN THE COUNTY OF

AUTHORIZING OFFICIAL'S SIGNATURE

>



TITLE

DATE EXECUTED

STATEMENT OF DUTIES AND JUSTIFICATION FOR NEW & ADDITIONAL POSITIONS

Department: Public Health Dept. No.: 295

Number of Position(s) Requested: 1 Title Requested: Research Analyst II
Item No.: 8972 Sub Letter: N Duty Statement Reference No. _____

Allocation of an additional position to: Existing Class X New class _____

Allocation of a transferred position: NA
Transferred from: _____ Transferred to: _____
Division / Program / Section / Unit Division / Program / Section / Unit
Organizational Assignment: (Please attach a detailed Organization Chart)

Division: Office of Health Assessment and Epidemiology (This information
Program: Injury and Violence Prevention Program should match
Section/Unit: Hospital Based Child Passenger Safety Seat Program FORM A)
Budget Code: 1029
Title of Immediate Supervisor: Staff Analyst, Health

The additional position(s) is/are needed to:
To assist in planning and conducting research projects on the use of child car seats and the reduction of injuries in vehicle accidents.

Proposed Duties (List in order of importance): Percent of Time

- | | |
|--|-----|
| 1. To design injury surveillance research and evaluation data and to prepare and submit safety recommendations to the IVPP Director by using the interpretations of analytical data. | 20% |
| 2. To coordinate and supervise community research projects and surveys on motor vehicle injuries to determine the effectiveness of the child safety seat distribution that is being conducted through the various IVPP projects. | 20% |
| 3. To develop educational training seminars on the proper use of child safety seats for public health staff and community organizations to reduce the incidence of motor vehicle injuries. | 20% |
| 4. To establish and oversee the implementation of original research studies and to prepare reports on the findings. | 15% |
| 5. To write research grant proposals to solicit funding to conduct additional projects that will assist in reducing the incidence of intentional and unintentional injuries. | 10% |
| 6. To analyze injury data for research and evaluation purposes. | 5% |
| 7. To write and submit quarterly and final activity reports to the State Office of Traffic Safety. | 5% |
| 8. To attend community meetings and present research findings on related topics. | 5% |

Justification: 100%

What necessitated this request?

IVPP has been awarded a one million dollar grant by the State Office of Traffic Safety to conduct child passenger safety training to 1,500 low income families who receive services at three L.A. County medical centers by 9/30/06. This position will be fully funded through this grant and will be responsible for the development of the training/seminars and distribution of child safety seats. This position will also provide injury research findings through written reports, oral communications, presentations and statistical reports to the IVPP Director for use as needed.

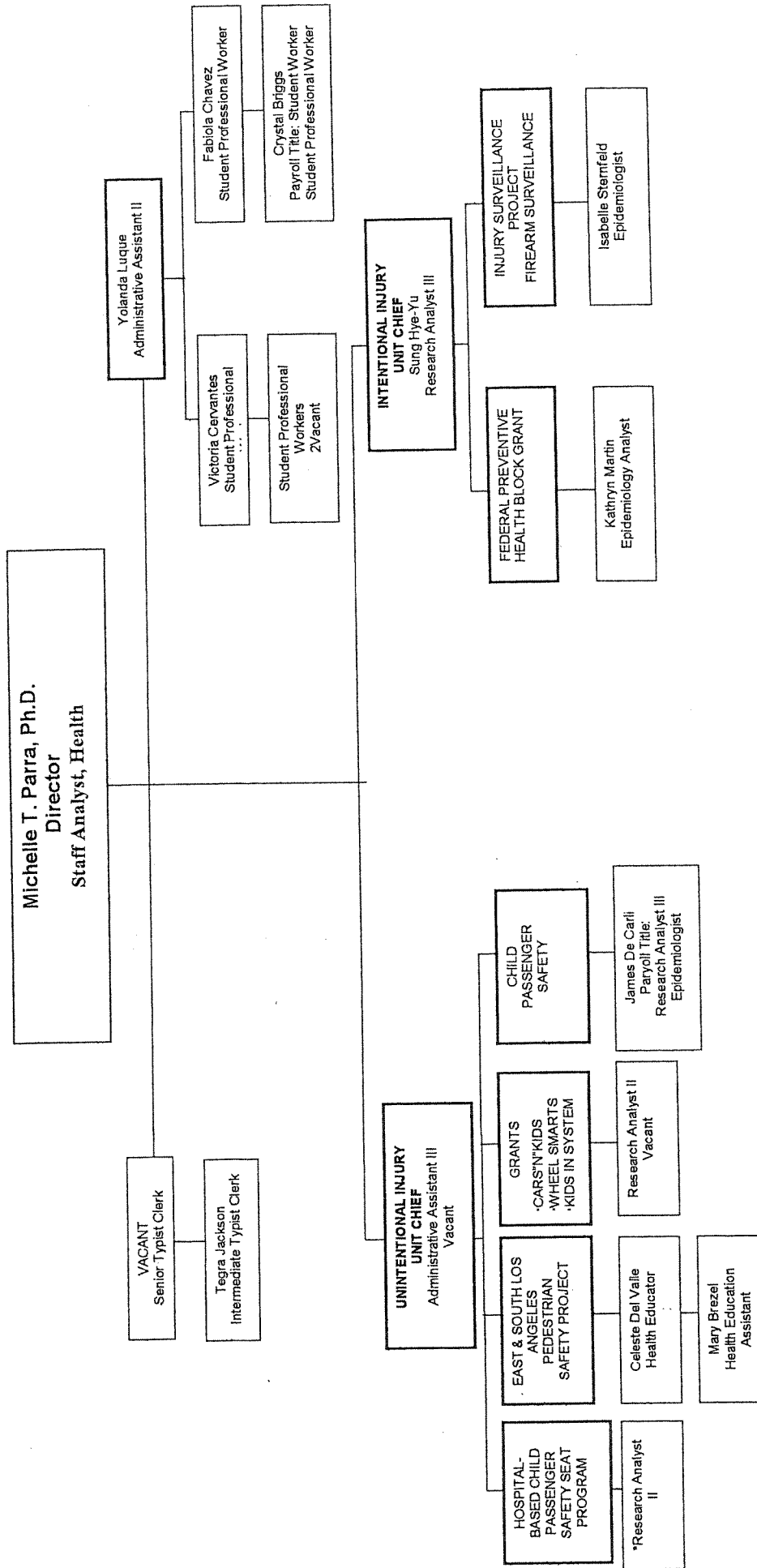
What alternatives were evaluated prior to submitting a request for additional staffing?

Based on the review of the current IVPP item control and the additional IVPP projects pending BOS approval, it was determined that a Research Analyst II is needed to fully implement the additional research and training needs tied to this award. The current staff has specific assignments and responsibilities that preclude the additional management and oversight of this project.

What are the implications to your department if the request is not approved?

If this request is not approved, it would result in a missed opportunity to educate parents and child care providers on the proper use of child safety seats. Studies have shown that the proper use of child passenger safety restraints contributes to the reduction in the number of motor vehicle deaths and injuries.

OFFICE OF HEALTH ASSESSMENT AND EPIDEMIOLOGY
INJURY AND VIOLENCE PREVENTION PROGRAM



*Items to be requested